



STATE OF SOUTH CAROLINA DEPARTMENT OF CONSUMER AFFAIRS

INSTRUCTIONS FOR RENEWAL OF PAWNBROKER CERTIFICATE OF AUTHORITY

Mailing Address
P.O. Box 5757
Columbia, SC 29250-5757

S.C. Code Ann. § 40-39-10 et seq. (Supp. 2010)
www.consumer.sc.gov
803-734-4249/800-922-1594

Street Address
2221 Devine St. Ste. 200
Columbia, SC 29205-2418

Instructions for Renewal of Pawnbroker Certificate of Authority

Dear Pawnbroker:

PLEASE READ THESE INSTRUCTIONS CAREFULLY.

The annual pawnbroker renewal period begins May 1, and ends June 30 of the current year. During this period you must complete and return the renewal application filled out in its entirety. Failure to complete all information and/or submit owner/employee (Supplemental Form A) or criminal background check verification forms only for any new, previously un-submitted, employees may result in denial your application. Please use the current forms found on the Department's website at www.consumer.sc.gov. Copies or unsigned and/or un-notarized forms will not be accepted.

In addition, failure to file in a timely manner, i.e., by the **June 30th deadline**, may result in administrative action by the Department, which could include administrative fines and/or denial. To ensure that your application is received and renewed in a timely manner, remit your application as soon as possible during the filing period. Applications are processed in order of receipt by the Department.

A copy of your (1) current **pawn ticket**, (2) **purchase ticket** if different from pawn ticket, (3) **forfeiture notice** and (4) a complete list of your **employees by employment location** must be submitted with your renewal application. **Failure to submit these items with your renewal application will result in denial of your application.** If you have any questions concerning the renewal process or help with filling out your renewal application, please feel free to contact Barbara Faircloth, (803) 734-4249 or at the toll free number listed above.